

ATTACHMENT J.4.68

HI POT TEST RECORD

HI POT TEST RECORD

CONSTRUCTION TRAVELER NO. _____ REV. _____ PAGE _____

Drawing/Spec.:

Test Equipment Used:

Circuit Number:

Cable Size: (sq. mm.) (mcm)

Number of Conductors:

Cable Length:

Insulation Type:

Jacket Material Thickness:

From: To:

Number of Splices

Manufacturer:

Equipment Description:

- NOTE:
1. Read test equipment instruction manual prior to testing.
 2. The test voltage shown below shall be reached in 10 equal voltage increments.
 3. After each voltage increase, the leakage current shall be allowed to stabilize during a 1 minute interval. If 1 minute intervals are insufficient to stabilize the current, the cable shall be discharged, and the test repeated with new time intervals of greater, but still equal, duration.
 4. Record the stabilized leakage current, in microamps, at the end of each time interval.
 5. Allow the voltage to remain constant at the full test voltage* and record the leakage current for 5 minutes for unshielded cables and 15 minutes for shielded cables equipment.

CABLE RATED VOLTAGE/EQUIPMENT VOLTAGE CLASS (KILOVOLTS): _____

TEST VOLTAGE* (KILOVOLTS)(MAXIMUM ACCEPTABLE PROJECT VALUE): _____

MAXIMUM ACCEPTABLE LEAKAGE CURRENT (MICROAMPS): _____

Voltage Hold Time at Each Step: (9) Sec.

KV

KV

KV

KV

KV

KV

KV

KV

KV

Phase A^{*1}

Phase B^{*1}

Phase C^{*1}

RECORD LEAKAGE CURRENT IN MICROAMPS

PHASE

MIN 1

MIN 2

MIN 3

MIN 4

MIN 5

MIN 6

MIN 7

MIN 8

MIN 9

MIN 10

MIN 11

MIN 12

MIN 13

MIN 14

MIN 15

A^{*1}

B^{*1}

C^{*1}

TESTER'S SIGNATURE:

CE, QA, QC WITNESS:

^{*1} All other phases and shields to be grounded.

A. SUMMARY OF FORM USE

The Hi Pot Test Record is used to document the direct current high potential testing of electrical cables and equipment. This form is required for PG-3 or higher work, and QA/QC would sign the form to signify the testing was witnessed and performed per the requirements of the applicable drawing, specification, or vendor manual. For PG-4 or 5 work, this form is optional; however, if it is included in the traveler, the CE would perform the verifications unless the drawings or specifications require QA/QC to do it.

B. INSTRUCTIONS FOR PREPARING THE FORM

CONSTRUCTION ENGINEER

1. Enter the Construction Traveler number (Reference Attachment B).
2. Enter the current revision number of this form.
3. Enter the Construction Traveler page number for the sheet.
4. Enter the applicable construction document (drawing, specification, vendor manual, etc.) for the cable(s) or equipment being tested.
5. If testing cable, enter all required information for the cable. If testing equipment, enter "N/A" in this block.
6. If testing equipment, enter the equipment description and identification number, if applicable. If testing cable, enter "N/A" in this block.
7. Enter the required information based on requirements identified in the applicable construction documents.

C. INSTRUCTIONS FOR COMPLETING THE FORM DURING CONSTRUCTION WORK

CONSTRUCTION SUPPORT CONTRACTOR

8. Enter sufficient information (name, manufacturer, model number, etc.) to identify the test equipment used.
9. Enter the actual time in seconds for each stabilization interval. (Reference Note 3 on the form.)
10. Enter the actual test voltage value for each increment. (Reference Note 2 on the form.)
11. Enter the actual leakage current measured for all phases at each interval. (Reference Note 4 on the form.)

C. INSTRUCTIONS FOR COMPLETING THE FORM DURING CONSTRUCTION WORK (continued)

CONSTRUCTION SUPPORT CONTRACTOR (continued)

12. Enter the actual leakage current measured for the specified time interval for all phases at the full test voltage. (Reference Note 5 on the form).
13. Sign and date the record after completion of the test.

QA/QC (all PG-3 or higher & PG-4 or 5 when specified) / CONSTRUCTION ENGINEER (PG-4 or 5 if QA/QC is not specified)

14. Sign and date to signify that the testing was witnessed and performed in accordance with the instructions (Notes 1 through 5) on the form and the requirements of the applicable construction documents.